

User Guide

AESDirect

The complete guide to file an electronic
export information (EEI) to the
Automated Export System

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About your AESDirect Account

AESDirect has 3 different account types to facilitate maintenance for companies. Below is an overview of all account types and the roles of each user. For a comprehensive list of responsibilities, see the Account Administrator User Guide located in the Support Center of www.aesdirect.gov.

Account Administrator Role

- **Inform others within company** - The Account Administrator is the legal manager of the AESDirect account. If changes need to be done to the AESDirect account, formal communication must be established with AESDirect Technical Support. Only the registered Account Administrator is authorized to sign paper documents and request account changes.
- **Create and manage User Managers** - The Account Administrator can designate two additional persons within their company to help manage user accounts created for the company. These two account types are known as [User Managers](#). If necessary, the User Managers can assist in resetting passwords for users in the company.

User Manager Role

The Role of a User Manager is very similar to that of the Account Administrator. A User Manager can help administrators establish AESDirect user accounts and manage company access to AESDirect. If necessary, they can also assist in resetting passwords for users in the company.

Unlike Account Administrators, User Managers cannot act legally on behalf of the account when contacting AESDirect Technical Support or make changes to the Account Profile.

The Account Administrator and other User Managers can create a User Manager for any existing User in the company account. However, the number of User Managers is limited to 2.

User Role

Users hold the most fundamental role in AESDirect. They are responsible for the day-to-day filing of EEI. Some Users can be limited to just viewing historical filing data.

All Users, including User Managers and Account Administrators may reset **forgotten** or **expired** passwords by clicking the “Forgot your password?” link on the Login Screen. Please note that any locked out or disabled account must contact their Account Administrator for further access.

Parties Involved in an Export Transaction

Definitions of Parties in AES

- **U.S. Principal Party in Interest (USPPI)**
The USPPI is the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.
- **Foreign Principal Party in Interest (FPPI)**
The party shown on the document to whom final delivery or end-use of the goods will be made. This may be the ultimate consignee.
- **Freight Forwarder – Authorized Agent**
The person in the United States who is authorized by the principal party in interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.
- **Intermediate Consignee**
The intermediate consignee is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee.
- **Ultimate Consignee**
The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This may be the end-user or FPPI.

General Information on Shipments

Before learning to file Electronic Export Information (EEI) using the AES*Direct* web application, here is some general information regarding EEI.

Sections in the EEI

- **Shipment Information**

This section will contain general shipment information and carrier details. **Required** for all EEI filings.

- **USPPI**

This section will contain information about the USPPI, person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction. **Required** for all EEI filings.

- **Freight Forwarder**

This section will contain the information about the forwarding agent authorized to file the EEI on behalf of the USPPI. This section is **conditional** based on the party filing the EEI.

If your account was set up as a Forwarding Agent, you do not need to complete this section. Your profile will be loaded automatically for new EEI.

- **Ultimate Consignee**

This section is to be filled out with the information regarding the end receiver of the shipment. The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This is **required** for all EEI filings.

- **Intermediate Consignee**

This section will contain information about the intermediate consignee. This section is **conditional** based on how the transaction is delivered to the Ultimate Consignee.

- **Add Commodity Line**

This section allows you to fill in the information regarding the merchandise being exported. At least one line item is needed for each EEI transmitted to AES. This is **required** for all EEI filings.

AESDirect Interface

- Scroll to the bottom of each page to fill out all required fields.
- To enter your information, use the white navigation box in the upper left hand corner.
- To edit sections, highlight the section needed and click **"Edit Section"**
- To return to the "Shipment Viewer", click **"View EEI"**.
- To Delete a section, Click **"Clear Section"**.
- AESDirect cannot temporarily save the EEI to continue working with it before submitting the data. Closing the browser session or clicking on the "back" icon before submission will delete entries.



Colors and Symbols

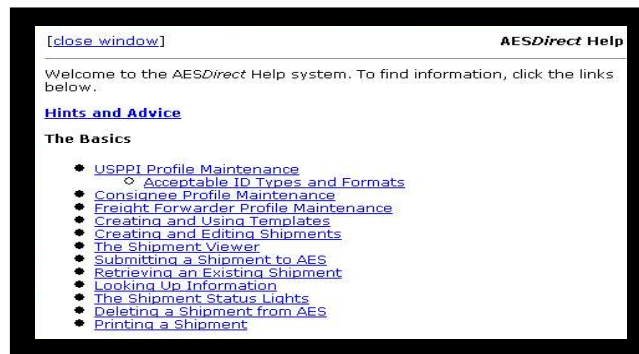
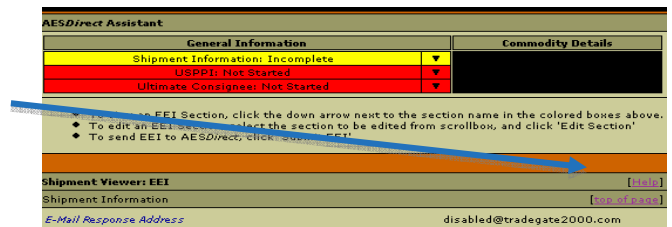
AESDirect uses the following color-code and symbol system for data entry fields:

- A **RED 'diamond'** indicates a mandatory field (Required)
- A **BLUE 'square'** indicates a conditional field (May be required)
- A **BLACK 'circle'** indicates an optional field (Not required)

Help

Help is available in each section. Click the **"Help"** link in the upper right corner to:

- Determine what is needed for each field
- Determine when the fields are required



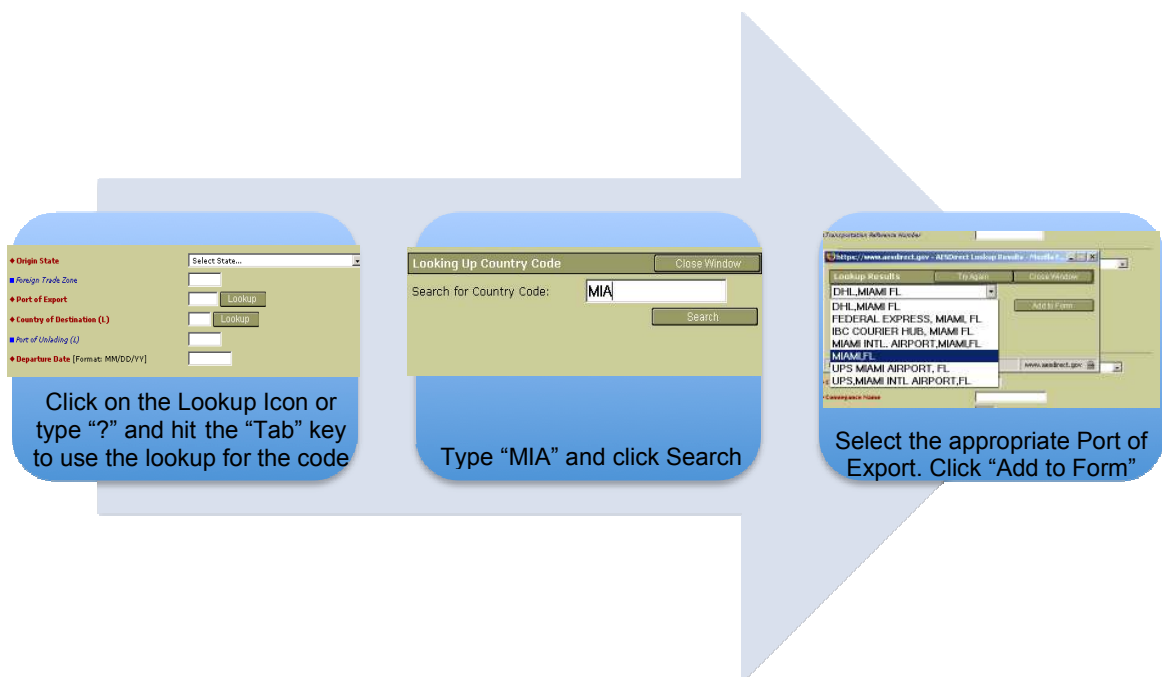
- **Lookup**

A “Lookup” menu is available to help filers search for codes required in some fields. Fields that require a code are marked with an “(L)” next to it. To use the search:

1. Click on the Lookup icon next to the respective field to pull up the lookup window.
2. Enter at least 3 characters of the name of the desired code; click **Search**.
3. Highlight the desired item and click **“Add to Form”**. The code for that item will be added to the EEI form and the lookup window will close.

Example:

1. In the Port of Export field, click on the **“Lookup”** icon located next to it.
2. Enter “MIA” to bring up the list of port names with “MIA” in the description. Click on the **“Search”** button.
3. Click on the Drop down arrow to find the listings that contain “MIA”. Find the Port of Export needed, highlight and click **“Add to Form”**.



The code will be automatically be added to the EEI form and the lookup window will close.

Special Shipments

- **Routed export transactions** - A transaction in which the Foreign Principal Party in Interest (FPPI) authorizes a U.S. agent to facilitate export of items from the United States on its behalf and prepare and file the EEI.
- For **Puerto Rico** company profiles the following is required:
 - City – must be the Puerto Rico Municipality
 - State – must be Puerto Rico (PR)
 - Country – must be United States (U.S.)
 - Postal Code – must be a valid postal code in Puerto Rico
- In-transit shipments through **Mexico** or **Canada** to other foreign destinations will provide the following information on their EEI for the fields listed below.
 - Mode of Transport (MOT) – MOT when crossing the U.S. border*
 - Port of Export – Port of crossing at U.S. border*
 - Carrier Code and Conveyance Name – Carrier at U.S. border
 - Country of Destination – Ultimate Country of Destination

Example:

A truck is transporting cargo that does not require an export license from Cleveland to Canada with final destination to Germany. It crosses the U.S. border at Detroit and then shipped by vessel from Montreal to Germany. The filer will report the truck transportation company effecting the delivery of the goods to Canada, but list the country of ultimate destination as Germany.

- **Sold en Route** – If the Ultimate Consignee is unknown at the time of export because your cargo will be sold while at sea or in the air, click the "**Sold En Route**" box. Information should be stated as follows:
 - **Ultimate Consignee Name:** Sold En Route
 - **Address 1:** SEA
 - **City:** City of First Port of Call
 - **Country:** Country of First Port of Call

If "Sold en Route" is selected, all consignee information must be updated within 4 calendar days of exportation or as soon as the information is known.

Getting Started with AESDirect

1. Go to www.aesdirect.gov. There are two ways to log in:

On the left hand column, under
“Log In”, click “**AESDirect**”.

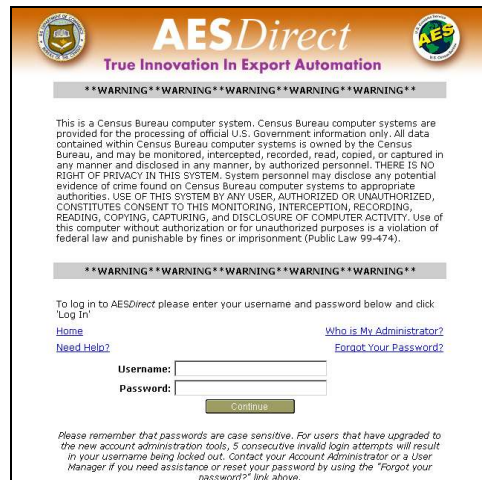
or

Look under “Already Registered?” in
the center of the page, click “**Log In**”.

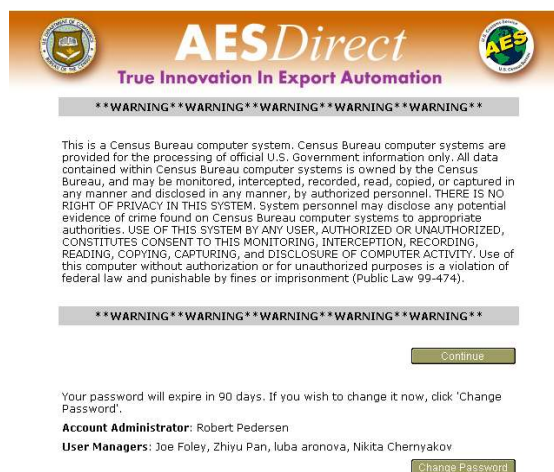
2. Enter Username and Password; click “**Continue**” to enter AESDirect.
3. The next screen will indicate when the password is set to expire, and the Account Administrator and User Managers listed for the company’s Account. Click “**Continue**” to go to the “Main Menu”.



AESDirect Homepage



AESDirect Login Screen



Main Menu

All functions for AESDirect accounts are located on the Main Menu.

Account Summary

An Account Summary is located on the left side of the Main Menu. This provides detail regarding a company's account as registered in AESDirect, including a password expiration counter, the company's name, filer ID, Account Administrator and User Managers.

Shipments

All AESDirect functions are located in this section. Options to create, retrieve, delete shipments or view shipment responses are available.

Profiles

Creating profiles saves time by storing information pertaining to frequent USPPIs, Freight Forwarders and Ultimate Consignees. Their information can be stored under each account and be loaded them directly for different EEI. See "Profiles" section for more details.

Templates

The Template Manager enables users to search, create, update, copy, and delete templates. It has the capacity to store up to 100 templates company-wide and allow for the sharing of templates between all users registered under the same EIN. See "Template Manager" section.

AESDirect Archive Service

AESDirect Accounts provide a free retention service of up to 5 years of EEI. Shipments a year or older can be accessed through this database. The same process as "Retrieve an Existing Shipment" should be followed.

AESDirect Main Menu

Create a New Shipment

On the Main Menu, under “Shipments,” click “**Create New Shipment**”



Shipment Information

Filling in the Fields

Highlight “Shipment Information” in the white navigation box, click “**Edit Section**”.

Complete each field as required.



- **E-mail Response Address** – This will be the address to which the AES Response will be sent. More than one e-mail address can be added if separated by commas. At least 1 e-mail address is **required** for all EEI filings.
- **Shipment Reference Number (SRN)** – This is a unique 17 alphanumeric identification number for each shipment. Filers create an SRN to identify each EEI filed. Once the filer has assigned an SRN, the number cannot be re-used for future shipments. Doing so will generate a Fatal Error.
- It is good practice to establish a unique format in your company to create SRNs and maintain a log of all SRNs used to prevent re-using and for easy retrieval. **Required** for all EEI filings.
- **Transportation Reference Number** - This is the reservation number, or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo. **Conditional field**: only required for vessel shipments.
- **Origin State**- Indicate the State in which the goods begin their journey to the port of export. **Required** for all EEI filings.
If a shipment is composed of merchandise from more than one warehouse located in different states, provide the state with the commodity of greatest value; or the state where merchandise is consolidated.
- **Foreign Trade Zone (FTZ)**- Provide the 1 to 5 alphanumeric code assigned by the Foreign Trade Zone Board to either an FTZ or sub zone from which goods are withdrawn for export. **Conditional field**; if goods are removed from the FTZ and not

entered for consumption. Foreign Trade Zones are specially licensed commercial and industrial areas or areas near ports of entry where foreign and domestic goods may be brought in without being subject to payment of Customs duties.

- **Port of Export** – The port of export is the seaport or airport where the goods are loaded on the exporting carrier that is taking the goods out of the United States, or the port where exports by overland transportation cross the U.S. border into a foreign country. **Required** for all EEI filings.
For Mail shipments, report 8000.
- **Country of Destination**- Report the country where the goods are to be consumed, further processed, stored or manufactured as known to the USPPI at the time of export. **Required** for all EEI filings.
- **Port of Unlading** – This is first port where the goods will be removed from the exporting carrier. **Conditional field**; only required for all vessel shipments and air shipments between the U.S. and Puerto Rico.
- **Departure Date**- Report the date of export out of the U.S. **Required** for all EEI filings.
- **Mode of Transport**- Report the method by which the goods are exported from the U.S. **Required** for all EEI filings.
For shipments crossing through Canada or Mexico to another destination report the mode of transportation when the goods are loaded on the carrier that is taking the goods out of the United States.



- **Carrier SCAC/IATA** – Carrier Code that identifies the transportation company. **Conditional field**; only required for Air, Vessel, Rail, and Truck shipments. Mail shipments do not require this information.

Remember you can use the Lookup feature for any field marked with an “L” next to the field. See page 6.

If the SCAC/IATA code for your carrier is not retrieved in the search, load the complete SCAC and IATA code tables. A link displayed on the webpage will redirect you to the Code Tables. Once there, locate the code by using the "Find" feature on your browser. In most cases, this is: "Control F".

- **Conveyance Name** – Provide the vessel name for ocean shipments and the carrier name for all other modes of transportation. **Conditional field**; only required for Vessel, Air, Rail, and Truck shipments.
You may not report UNKNOWN as the Conveyance Name.

- **Inbond Type** – Inbond shipments that involve a warehouse or foreign trade zone may be filed in AES for informational purposes only. [Conditional field](#); Inbond shipments are NOT required to be filed in AES per FTR 30.37(e).
- **Import Entry Number** –If an Inbond type is specified, report import entry number. [Conditional field](#).
- **Is this shipment a Routed Transaction?**
A shipment is considered “Routed” when the foreign principal party in interest (FPPI) authorizes a U.S. Freight Forwarder or U.S. agent to facilitate the export of items, prepare and file the EEI on its behalf. **Required** for all EEI filings.
- **Are the USPPI and Ultimate Consignee related companies?**
Companies are considered related when either party, the USPPI and Ultimate Consignee, owns directly or indirectly 10 percent or more of the other party. **Required** for all EEI filings.
- **Is any commodity on this shipment hazardous?**
Specify if hazardous merchandise (as defined by the Department of Transportation) is being exported. **Required** for all EEI filings.

AESDirect: Shipment Editor: EEI: Shipment Information

Shipment Information

USPPI
Ultimate Consignee
Intermediate Consignee
Freight Forwarder
Equipment Details
Add Commodity Line

Edit Section
Clear Section
View EEI

Options

Main Menu
Log Out of AESDirect

Shipments:
Create
Retrieve
Reporting
Delete

Profiles:
USPPIs
Consignees
Forwarders

EDI Upload:
Upload

Archive:
Retrieve
Reporting

Links:
AESDirect
AES Codes
Privacy Policy

AESDirect Assistant

- To return to the **Shipment Viewer**, click 'View Shipment'
- To **edit another section**, select the section in the scrollbox, and click 'Edit Shipment'
- To **delete this section**, click 'Clear Section', and then return to the Shipment Viewer, or Edit another section
- Label Colors: ♦ **Mandatory**, ■ **Conditional**, ● **Optional**

EEI: Shipment Information [Help]

■ **E-Mail Response Address** rosanna.torres@census.gc

● **AESDirect VPN e-Response?** ☐

♦ **Shipment Reference Number**

■ **Transportation Reference Number**

♦ **Origin State** Select State...

■ **Foreign Trade Zone**

♦ **Port of Export**

♦ **Country of Destination (L)**

■ **Port of Unloading (L)**

♦ **Departure Date** [Format: MM/DD/YY]

♦ **Mode of Transport** Select Mode of Transport...

■ **Carrier SCAC/IATA (L)** [Help] [SCAC Table] [IATA Table]

■ **Conveyance Name**

● **Vessel Flag (L)**

■ **Inbond Type** [Help] Select Inbond Type...

■ **Import Entry Number**

♦ **Is this shipment a Routed Transaction?** [Help]

☐ Yes - This Shipment **IS** a Routed Transaction

☐ No - This Shipment is **NOT** a Routed Transaction

♦ **Are USPPI and Ultimate Consignee related companies?**

☐ Yes - USPPI and Ultimate Consignee ARE related

☒ No - USPPI and Ultimate Consignee are NOT related

♦ **Is any commodity on this shipment hazardous?**

Shipment Information Section

USPPI / Freight Forwarder

Highlight “USPPI” or “Freight Forwarder” in the white navigation box, click **“Edit Section”**. Complete each field as required. The same information is required for the Freight Forwarder.

Filling in the Fields



- **Company Information-** Indicate the company’s name and identification number. **Required** in USSPI and Freight Forwarder sections for all EEI filings.
 - **USPPI ID** – The AES allows for Employer Identification Number (EIN) or Foreign Entity ID Types (ex: passport number). If using a foreign passport number, backfill with zeroes to reach 11 digits.
 - **Freight Forwarder ID** – AES allows for EIN, or Dun and Bradstreet Number (DUNS)
- **Contact Information-** Provide the first and last name of the USPPI contact person. **Required** for all EEI filings. Names must have at least two letters and cannot contain special characters such as accents or punctuation.
- **Cargo Origin-** Indicate the address of the USPPI from which the merchandise actually began its journey to the port of export. **Required** for all EEI filings. For shipments of multiple origins, report the address from which the commodity with the greatest value begins its export journey.

A screenshot of the 'EEI: USPPI' form. The form is divided into three main sections: 'Company Information', 'Contact Information', and 'Cargo Origin'. Each section has a red diamond icon next to its title. The 'Company Information' section includes fields for 'Company Name' (with a 'Select from Profiles' button) and 'ID Number' (with a 'Select ID Number Type...' dropdown). The 'Contact Information' section includes fields for 'First Name', 'Last Name', and 'Phone Number'. The 'Cargo Origin' section includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State' (with a 'Select State...' dropdown), and 'Postal Code'. There is a 'Help: What Address Should be Reported?' link next to the 'Cargo Origin' section. The form has a 'Top of Page' link at the bottom right.

USPPI Section

Ultimate Consignee / Intermediate Consignee

Highlight “Ultimate Consignee”. Click “**Edit Section**”. Complete each field as required. The same information will be required for the “Intermediate Consignee”.

Filling in the Fields

- **Company Information-** Provide the company’s name. **Required** for all EEI filings. If you select “Sold en Route”, all consignee information must be updated within 4 calendar days from the departure date.
- **Contact Information-** If you provide a first and last name, do not include any special characters. The phone number must be provided in the correct format (NNNNNNNNNN). Optional section.
- **Company Address-** Fields in the address section may be **required** or **conditional** based on destination of shipment.
 - **Address-** Provide the Company’s address including street, city and country. **Required** for all EEI filings.
 - **State-** Report appropriate state. **Conditional field**. Only required for U.S. and Mexican consignees.
 - **Postal Code** – **Conditional field**. A Postal Code is only required for shipments between the U.S. and Puerto Rico.



Ultimate Consignee Section

Add a Commodity Line

Highlight “Add Commodity Line”. Click “**Edit Section**”. Complete each field as required.

Filling in the Fields



- **Schedule B or HTS Number** – Both Schedule B and HTS commodity classification codes can be reported in *AESDirect*. Some HTS Numbers are not valid for Export (see “Invalid HTS” link or access the *AESDirect* Codes in the Support Center section of www.aesdirect.gov). Provide the full 10 digits without periods. If you do not have your Schedule B number, use the lookup function to locate. **Conditional field**. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.
- **Commodity Description**- Provide an appropriate commercial description for the commodity. **Required** for all EEI filings.
- **Marks and Numbers**- Fill for record-keeping purposes only. This is an optional field.
- **1st and 2nd Quantity**- Report the total quantity of the commodity being exported per commodity code classification. Report in the unit of measure as required by the system. **Conditional field**. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.
Exporters must comply with specific quantities issued by governmental agencies.
- **Unit for 1st and 2nd Quantity**- The Unit of Measure is determined by the Schedule B or HTS number entered. When a valid Schedule B or Harmonized Tariff number is entered, the unit of measure required will automatically populate. Do *not* change the Unit(s) of Measure. **Conditional field**. Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.
 - To determine the correct Unit(s) of Measure, link to the Census Foreign Trade Division website for Schedule B or the International Trade Commission Website for HTS.
- **Value**- Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. For more details, see Foreign Trade Regulations FTR 30.6(a)(17). **Required** for all EEI filings.
- **Gross Weight**- The shipping weight must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. **Required** for all EEI filings. For more details, see Foreign Trade Regulations FTR 30.6(a)(16).

Quantity, Value, and Weight fields must be entered using **whole** numbers. Do not use symbols.

- **Export Code-** Select the code that identifies the type or condition of the export transaction being made. **Required** for all EEI filings.

- **Origin of Goods-** Select “domestic” for commodities grown, produced or manufactured in the U.S., including goods with foreign components assembled as a new good in the U.S. Select “foreign” for goods grown, produced or manufactured in foreign countries and upon entering the U.S. have not undergone any change in form or condition. If the commodity classification number is the same, but the origins vary, report foreign goods separately from domestic goods. **Conditional field.** Not required if Export Code HH (Personal and household effects and tools of the trade) is selected.

None Selected

General exports (all others)

Other Impelled Exports

CH: Goods donated for relief or charity

CI: Impelled shipments of goods donated for relief or charity

CR: Goods moving under a carnet

DD: Other exemptions

FS: Foreign military sales

FI: Impelled foreign military sales

GP: U.S. Govt. contract for overseas construction

GS: Exports for exclusive use of U.S. gov agencies

HH: Personal and household effects and tools of trade

HV: Personally owned vehicles

IP: Imported temporarily free under bond exported after processing in U.S.

IR: Imported temporarily free under bond exported after repair or alteration in U.S.

IS: Imported temporarily free under bond exported in same condition

IW: Shipments Destined to International Waters

MS: Exports for exclusive use of U.S. armed Forces

TE: Temporary export of goods for return to U.S. in same cond.

TL: Merchandise exported on less than 1 year lease

TP: Temporary export of domestic goods for processing and return

UG: Single Gift Parcels

ZD: N A F T A Duty Deferral Shipments

Export Code drop down Menu

- **License Type-** Select the appropriate license type for the commodity. **Required** for all EEI filings. The license type will determine which fields need to be reported.

- **Export License Number-** This would be the license number, permit number or authorization number assigned by the agency issuing the export license. **Conditional field.** Only required for shipments requiring an export license.
- **ECCN- This number is used to identify items on the Commerce Control List (CCL).** **Conditional field;** based on merchandise exported.

Select License Type...

--- B3 ---

C33: NLR No license required, or only controlled for Anti-Terrorism (AT)

C30: Licenses - B3 Regulations

C31: SCL (Special Comprehensive License)

C32: NLR CCL items other than or in addition to Anti-Terrorism (AT)

C35: LVS (Limited Value Shipments)

C36: GBS (Shipments to B Countries)

C37: CIV (Civil End Users)

C38: TSR (Restricted Technology and Software)

C40: TMP (Temporary Imports, Exports and Reexports)

C41: RPL (Servicing and Replacement of Parts And Equipment)

C42: GOV (Government and International Organizations)

C43: GFT (Gift parcels and Humanitarian Donations)

C44: TSU (Technology and Software - Unrestricted)

C45: BAG (Baggage)

C46: AVS (Aircraft and Vessels)

C49: TAPS (Trans Alaska Pipeline Oil Exports)

C50: ENC (Encryption Commodities and Software)

C51: AGR (Agricultural Commodities, Part 740.1.B)

C53: APP (Computers)

C54: SS-WRC (Western Red Cedar)

C55: SS-SAMPLE (Oil)

C56: SS-SPR (Oil)

C57: VEU (Validated End User)

C58: CCD (Consumer Communication Devices)

--- NRC ---

N01: NRC Specific Export License (FORM 250/250A)

N02: NRC General Export License (CFR Citation)

--- State Department ---

SAC: Agreements

S00: License Exemption Citation

S05: DSP-5 Permanent export of unclassified defense articles and services.

S61: DSP-61 Temporary import of unclassified articles

S73: DSP-73 Temporary export of unclassified articles

S85: DSP-85 Temporary or permanent import or export of classified articles

S94: DSP-94 Foreign Military Sales

SCA: Canadian I T A R Exemption

--- OFAC ---

T12: Kimberley Process Certificate (KPC) for Rough Diamonds

T11: OFAC General Export License

T10: OFAC Specific Export License

--- Other ---

OPA: Other Partnership Agency License Not Listed

--- DISCONTINUED. USE FOR AMENDMENTS ONLY ---

C39: CTP (Computers - AMENDMENTS ONLY)

C47: APR (Additional Permissive Reexports - AMENDMENTS ONLY)

C48: KMI (Key Management Infrastructure - AMENDMENTS ONLY)

C52: USPL (United States Persons in Libya - AMENDMENTS ONLY)

License Type drop down menu

A complete listing of license codes and descriptions for the U.S. Department of Commerce, Office of Foreign Assets Control (OFAC), Nuclear Regulatory Commission, U.S. Department of State and other Partnership Agency licenses, can be found under **Appendix F** of the AES Trade Interface Requirements (AESTIR).

http://www.cbp.gov/xp/cgov/trade/automated/aes/tech_docs/aestir/

- **Is this commodity a Used Vehicle?** - Any self-propelled vehicle that has been purchased and then re-sold (even if the vehicle is only days old) is considered a used vehicle. **Required** for all EEI filings.

Is this commodity a Used Vehicle? Yes

(Only report items below if commodity is a used vehicle)

VIN/Product ID VIN22394565

ID Type VIN Number

Vehicle Title Number 7845686

Vehicle Title State VA

- **Vehicle Information-** Used vehicle exports require vehicle information to be filled in the EEI. **Conditional fields.** Only complete if you selected “yes” to previous question. A separate commodity line is needed for each used vehicle reported.

Adding more than one commodity

Separate commodity lines will distinguish merchandise valued over \$2500 or requiring an export license per commodity classification code.

After entering all the required fields for the first commodity; highlight “Add Commodity Line”; click “**Edit Section**”. This will save your first line item and open a new commodity screen. Complete each field as required.



The website allows up to 99 commodity lines per EEI. Any export shipments with more than 99 line items must be filed in more than one shipment.

Equipment Details

This is an optional section. If a Seal Number is submitted, a corresponding Equipment Number must also be submitted.

Highlight “Equipment Details”. Click “**Edit Section**”.

EEI: Equipment Details

This section is optional

• Equipment Number 1	<input type="text"/>	• Seal Number 1	<input type="text"/>
• Equipment Number 2	<input type="text"/>	• Seal Number 2	<input type="text"/>
• Equipment Number 3	<input type="text"/>	• Seal Number 3	<input type="text"/>
• Equipment Number 4	<input type="text"/>	• Seal Number 4	<input type="text"/>
• Equipment Number 5	<input type="text"/>	• Seal Number 5	<input type="text"/>
• Equipment Number 6	<input type="text"/>	• Seal Number 6	<input type="text"/>
• Equipment Number 7	<input type="text"/>	• Seal Number 7	<input type="text"/>
• Equipment Number 8	<input type="text"/>	• Seal Number 8	<input type="text"/>
• Equipment Number 9	<input type="text"/>	• Seal Number 9	<input type="text"/>
• Equipment Number 10	<input type="text"/>	• Seal Number 10	<input type="text"/>
• Equipment Number 11	<input type="text"/>	• Seal Number 11	<input type="text"/>
• Equipment Number 12	<input type="text"/>	• Seal Number 12	<input type="text"/>
• Equipment Number 13	<input type="text"/>	• Seal Number 13	<input type="text"/>
• Equipment Number 14	<input type="text"/>	• Seal Number 14	<input type="text"/>
• Equipment Number 15	<input type="text"/>	• Seal Number 15	<input type="text"/>
• Equipment Number 16	<input type="text"/>	• Seal Number 16	<input type="text"/>
• Equipment Number 17	<input type="text"/>	• Seal Number 17	<input type="text"/>
• Equipment Number 18	<input type="text"/>	• Seal Number 18	<input type="text"/>
• Equipment Number 19	<input type="text"/>	• Seal Number 19	<input type="text"/>

Equipment Details Section

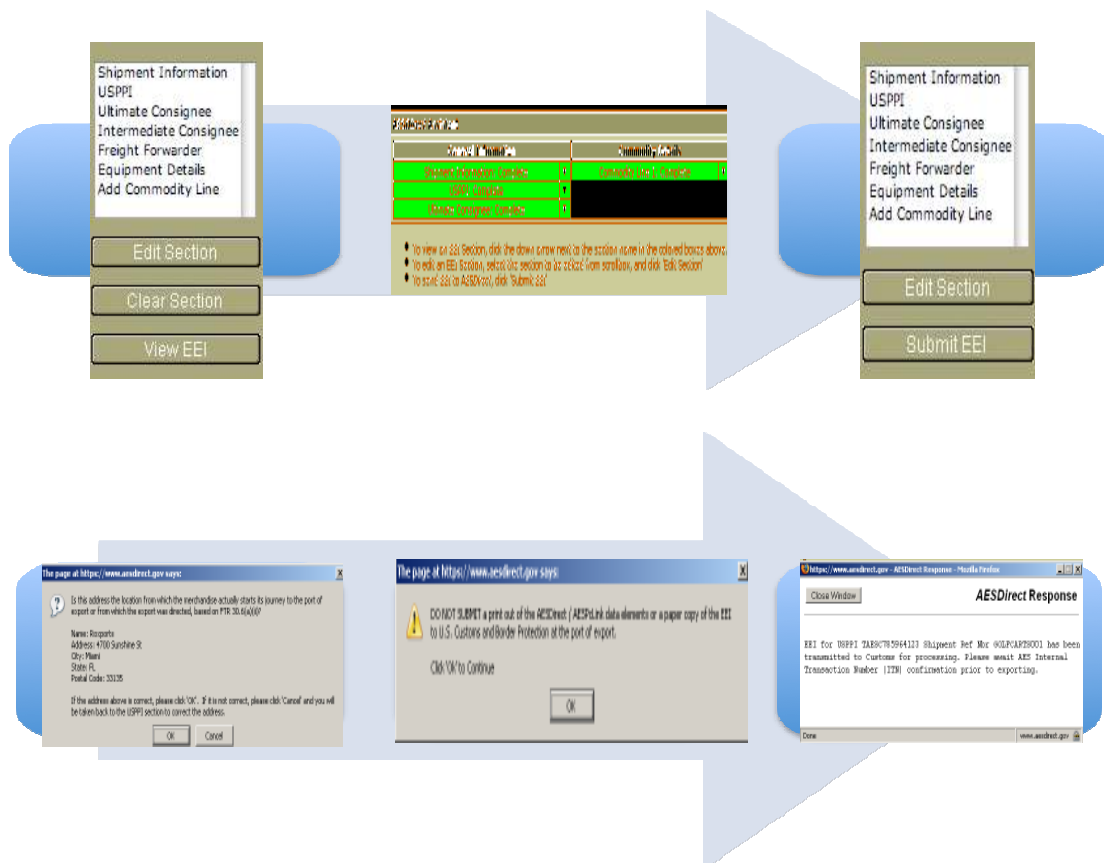


Send Shipment to AES

**Make sure all pop-up blockers are turned off to submit EEI to AES.
If pop-blockers are not disabled, the shipment will not be properly transmitted.**

When a shipment is complete, it must be sent to AES for processing. A valid Internal Transaction Number (ITN) **must** be received prior to exporting. Provide this confirmation on your loading documents. See “AES Proof of Filing Citations” section for more details.

1. Once all required sections are complete, click “**View EEI**” on the left side of the screen.
2. In the “Shipment Viewer” Screen, verify that all section bars located at the top of the screen appear in **GREEN**. If **YELLOW**, the section is missing some required information. If **RED**, the section is required but has not been started yet.
3. Click “**Submit EEI**” on the left side of the screen.
4. Verify the USPPI address. If correct, click “**OK**”.
5. Acknowledge that you will not submit a paper copy of the EEI to U.S. Customs and Border Protection (CBP), click “**OK**”. If any information does not pass the *AESDirect* edits, an error message will appear prior to sending your shipment to AES. Correct any errors and restart the Send Shipment procedure.
6. When a shipment is submitted successfully, a pop-up message will indicate that the shipment has been transmitted to CBP for processing. **If this message is not received, the shipment has not been submitted.** Verify pop-up blocker settings.

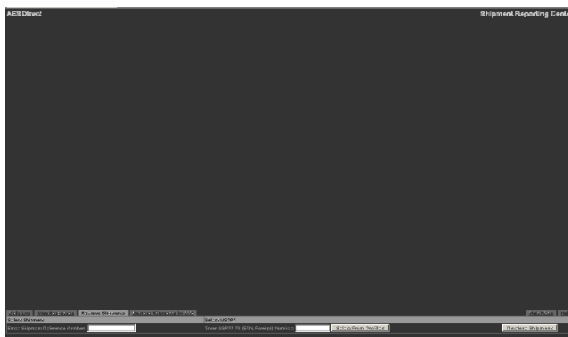


Retrieve, Amend/Correct, Print, and Delete a Shipment

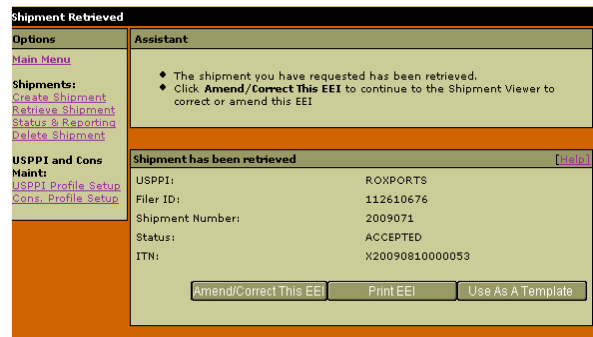
Previously filed shipments can be retrieved by entering the Shipment Reference Number (SRN) and the USPPI ID or, if the EEI was accepted, by entering the Internal Transaction Number (ITN). Once the shipment is retrieved, the options of verifying, printing or using the shipment as a template become available.

Retrieve a Shipment

1. From the Main Menu under the “Shipments” section, click **“Retrieve Existing Shipment”**.
2. Click **“Retrieve Shipments”** tab to retrieve by SRN/USPPI ID or **“Retrieve Shipments by ITN”** tab to retrieve the shipment by ITN.
3. After entering the SRN/USPPI ID or ITN, click **“Retrieve Shipment”**.



Shipment Reporting Center Screen



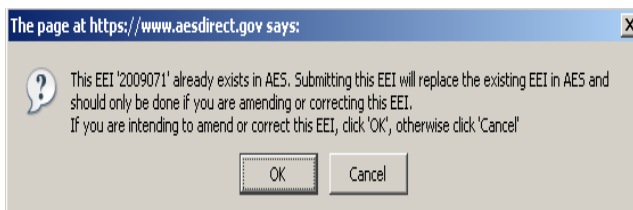
Shipment has been retrieved

Amend/Correct a Shipment

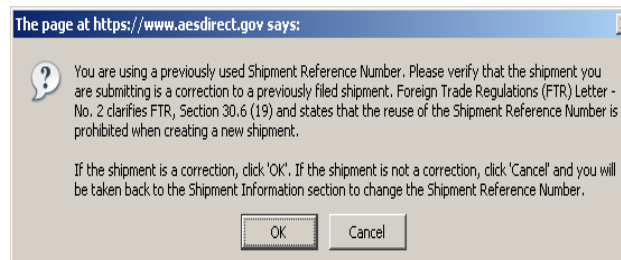
Information pertinent to an EEI may change during export process. When information regarding an export transaction changes, it must be updated in the EEI. AESDirect provides the option of replacing existing shipments with new information without changing the ITN that was originally received.

1. From the Main Menu, under the “Shipments” section, select “Retrieve Existing Shipment”.
2. If updates are needed, click **“Amend/Correct This EEI”**.
 - a. Highlight the section that needs correction, click **“Edit Section”**.
 - b. Make the corrections, click **“View EEI”**.
 - c. Click **“Submit EEI”** to send to AES for processing.

After making necessary changes, make sure to re-submit the shipment under the **same** Shipment Reference Number as the original shipment. Your ITN will stay the **same**.



You will receive a warning if the shipment you are submitting already exists. If your intent is to replace the shipment select “OK”.



Another confirmation message will appear to ensure that you would like to correct information to the existing shipment.

Print a Shipment

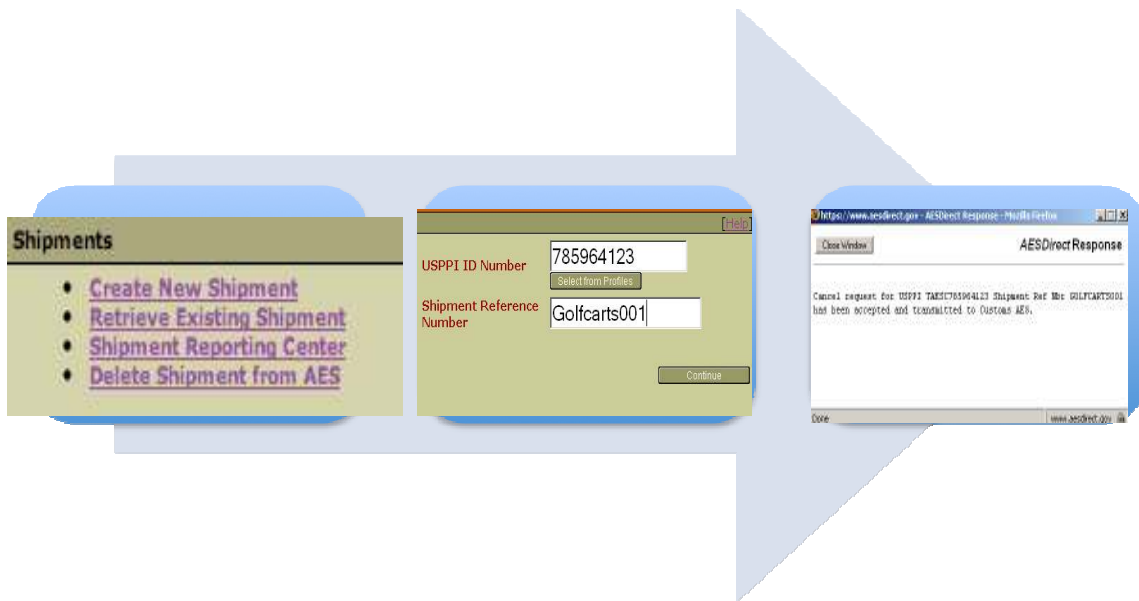
1. Retrieve Existing Shipment (see “Retrieve a Shipment” instructions)
2. Click “**Print EEI**” to Print Shipment.

Only print the shipment for your records. Do not to submit a paper copy to U.S. Customs and Border Protection, as it would be a violation to the Foreign Trade Regulations.

Shipment Information					[Print] [Return to Shipment]				
Filer ID	112610676				Name	ROXPORTS			
Shipment Reference Number	GOLF CARTS001				ID Number	785964123 (EIN)			
ITN:	X20081009000004				Contact	ROSANNA TORRES			
Current Date/Time:	Tue Oct 28 14:59:37 2008 EDT				Phone	3017632913			
					Cargo Origin	4700 SUNSHINE ST MIAMI, FL 33135			
Departure Date	10/15/08				Ultimate Consignee				
Origin State	FLORIDA (FL)								
Country of Dest.	JAPAN (JP)								
Export Port	MIAMI INTL. AIRPORT, MIAMI, FL (5206)								
Mode of Transportation	Air (40)				Name	ZAOS GOLFER			
Carrier SCAC/IATA	AMERICAN AIRLINES (AMERICAN EAGLE) (AA)				Contact	JIM			
Conveyance Name	AMERICAN AIRLINES				Phone	TURNER			
Routed Transaction?	No				Address	CHERRY BLOSSOM ST OKINAWA, JP			
Related Companies?	No				Freight Forwarder				
Hazardous?	No								
					Name	CENSUS AES DIRECT			
					ID Number	112610676 (EIN)			
					Contact	KEITH JONES			
					Phone	301-7636939			
					Address	4600 SILVER HILL ROAD ROOM 6102BF WASHINGTON, DC 20233 US			
Commodities									
Item	EIC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle	
1	OS	8703105030 GOLF CARTS	10 NO	8000 KG	\$ 50100	D	C33	No	

Delete a Shipment

1. From the Main Menu, under “Shipments” section, click **“Delete Shipment from AES”**
2. Enter USPPI ID Number and Shipment Reference Number
3. Click **“Continue”**. This will send a message to delete the shipment from AES. Do not delete twice; this action will generate a Fatal Error.



Process Flow of Deleting a Shipment

Template Manager

Templates of recurring shipments may be created in *AESDirect*. This feature will save time for frequent shipments from the same USPPI to the same Ultimate Consignee. All fields will be saved except: Shipment Reference Number, Transportation Reference Number, Origin State, Departure Date, 1st and 2nd Quantity, Value, and Gross Weight. There is also an option of creating templates from previously submitted shipments (see Retrieve a Shipment section). All users have access to templates associated with their company's account. As many as 100 templates can be stored per account.

To access the Template Manager, click "Manage Templates from the *AESDirect* Main Menu. All 100 templates are stored and displayed here.

Templates may be **sorted** by clicking on the triangle beside the desired sort field according to:

- Name
- Description
- USPPI Name
- USPPI ID
- Consignee
- Date created
- Date updated

Templates can also be **searched** for by a variety of criteria, including:

- Name
- Description
- USPPI Name
- USPPI ID
- Consignee Name

AESDirect: Manage Templates

Show All

Number of Records Per Page: 10

Found:136

Search by Name

Search by Description

Search by USPPI Name

Search by USPPI ID

Search by Consignee Name

		USPPI	USPPI ID	Consignee	Created	Updated
KOREA	[+]	PAINT ROLLERS	TEST COMPANY	571154179	CONSIGNEE TEST COMPANY	06/16/2009 07/28/2009
KOREAPAIN	[+]	PAINT ROLLERS	ABUTHAN INDUSTRIES	579154179	CONSIGNEE TEST COMPANY1	06/16/2009 06/22/2009
PAINT	[+]	PAINT ROLLERS	SILVER SPRING COMPANY	579154172	SEOUL SYSTEMS COMPANY	06/16/2009 06/16/2009
PAINT2	[+]	PAINT ROLLERS	TEST COMPANY	571154188	TEST CONSIGNEE COMPANY	06/16/2009 06/16/2009
PAINTROLL	[+]	032007	USPPI COMPANY	579154145	CONSIGNEE COMPANY	06/16/2009 06/16/2009
TEST	[+]	PAINT ROLLERS	SHIPPING COMPANY	579154178	CONSIGNEE COMPANY	06/16/2009 06/16/2009
BOOK1	[+]	FAKE SHIPMENT			MARQUES MAQUINAS E EQUIPAMENTO	06/16/2009 06/16/2009
BRINKSDIA	[+]	DIAMONDS TEMPLATE	LEVIEV KLG	658963214	TBSS LTD	06/16/2009 06/16/2009
GOTERPS	[+]	BASKETBALL STUFF	STRAWBERRY'S SHIRTS	133322222	MIKE JONES BASKETBALLS	06/16/2009 06/16/2009
					GERMAN	

Manage Your Templates: Copy, Rename and Delete

Copy, Update and Delete Functions

Find out information stored in your templates before uploading with new [+] add-on feature in the Template Manager.

Name	Description	USPPI	USPPI ID	Consignee	Created	Updated
TEST	PAINT ROLLERS	SHIPPING COMPANY	579154178	CONSIGNEE COMPANY	06/16/2009	06/16/2009
PENTESTPHX	PENTESTPHX	WOODENS EXPORTS	987456123	ABC COMPANY (MX)	06/16/2009	06/16/2009

Template Manager

The Template Manager has the capacity to show a preview of the information stored on each template before loading. To use this feature, click on the **[+]** beside the template name. The “Copy”, “Rename” and “Delete” functions will be displayed.

Copy:

1. To copy a template, click on the “**Duplicate paper**” icon under the template name.
 2. Enter a New Template Name and a New Description. Click “**Ok**”.
- The New Template will automatically load to the Template Manager.

Copy Template:

New Template Name:

New Description:

OK Cancel

Rename:

1. To rename a template, click on the icon with “**A document being updated into a B document**” under the template name.
2. Enter a new Template Name and a New Description. Click “**Ok**”
3. The renamed template will automatically load to the Template Manager.

Rename Template:

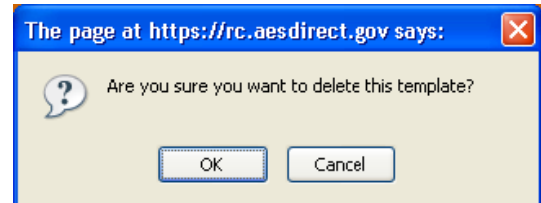
New Template Name:

New Description:

OK Cancel

Delete:

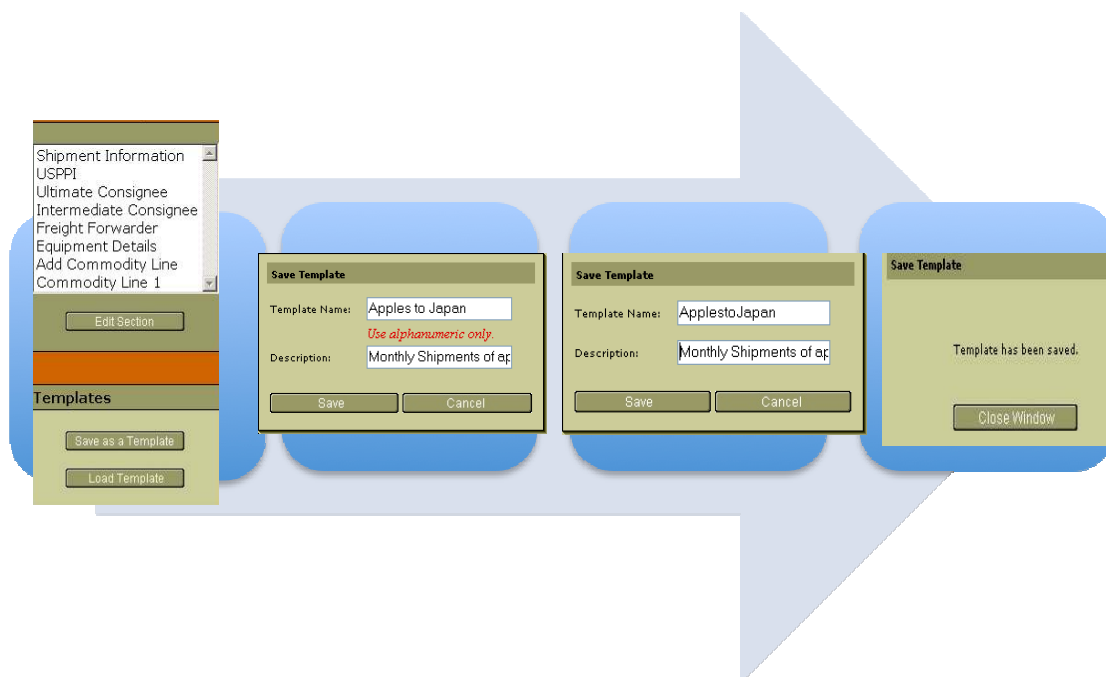
1. To delete a template, click on the “X” under the Template Name.
2. A message will be prompted before deleting the selected template. To delete, click, “Ok”.



Create a New Template

Complete an EEI. Once all desired sections are complete, click “**View EEI**” on the left side of the screen.

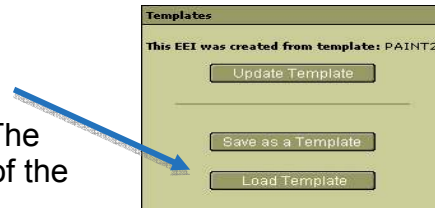
1. In the “Shipment Viewer” screen, click “**Save as a Template**”.
2. Enter a name and description for the template. Use only alphanumeric characters; no spaces are allowed in the template name.
3. Click “**Save**”. A skeleton of the shipment will be saved.



Process Flow of Saving a Shipment

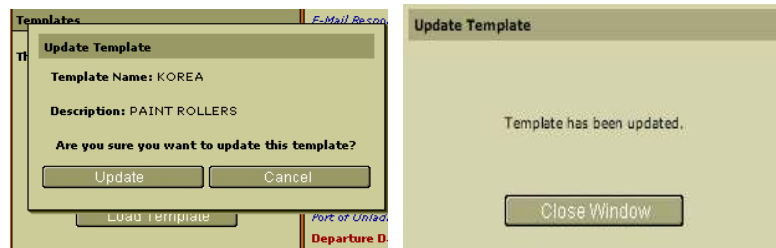
Load an Existing Template

1. In the “Shipment Viewer” screen, click “**Load Template**”
2. Locate desired template
3. Click the template name to load the template. The “Shipment Viewer” screen indicates the name of the template loaded.
4. Complete the empty fields prior to submitting EEI.



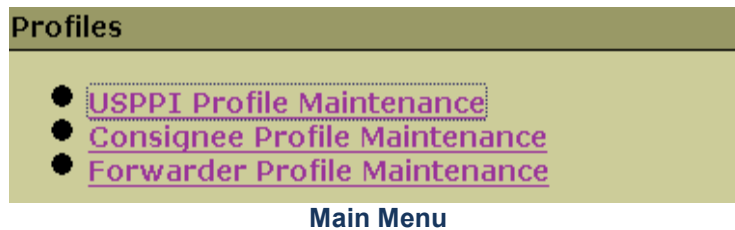
Update a Template in the Shipment Viewer

1. Load an existing template as instructed above.
2. Make any desired changes to the template.
3. Click “**View EEI**”. Once in the “Shipment Viewer” screen, click “**Update Template**”.
4. A message will be prompted to confirm the Template update. Click “**Update**”.



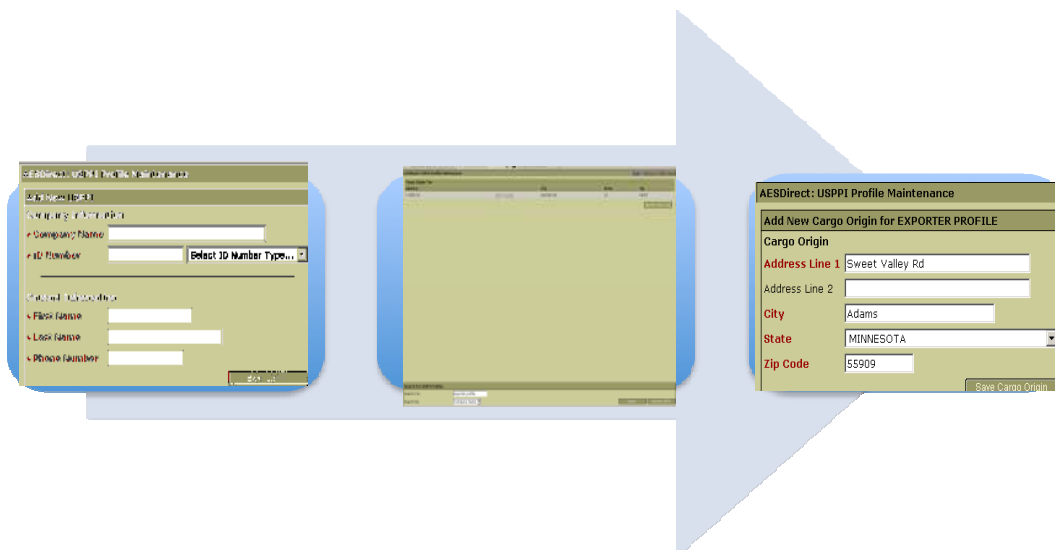
Profiles

AESDirect provides the benefit of creating profiles of recurring companies for your export transactions. This feature saves time of re-inputting company information for frequent USPPI, Freight Forwarder and/or Ultimate Consignee profiles.



Create USPPI Profile

1. On the AESDirect Main Menu, under “Profiles”, click **“USPPI Profile Maintenance”**.
 2. Click **“Add New USPPI”** in the lower right corner.
 3. Enter the required information. Click **“Save USPPI”**.
 4. To add the USPPI address, click **“View Cargo Origins”**.
 5. Click **“Add New Cargo Origin”**.
 6. Enter the Cargo Origin. Click **“Save Cargo Origin”**.
- Once the Cargo Origin has been saved, you will be brought back to Step 5. Add more cargo origins if needed for the specified USPPI.
- To return to the Main Menu, click the link in the upper right corner.
 - To add another new USPPI, click the **“Add New USPPI”** button in the lower right corner in the USPPI Profile Maintenance screen.



Process Flow of Creating a USPPI Profile

Create Freight Forwarder or Consignee Profile

The process below applies for both Freight Forwarder and Consignee Profiles.

1. On the AESDirect Main Menu, under “Profiles”, click **“Forwarder Profile Maintenance”** or **“Consignee Profile Maintenance”**.
2. Click **“Add New Consignee”** or **“Add New Forwarder”** in the lower right corner.
3. Enter the required information; click **“Save Consignee”** or **“Save Forwarder”**.
4. To return to the Main Menu, click the link in the upper right corner.
5. To add a new forwarder or consignee, click the **“Add New Forwarder”** or **“Add New Consignee”** button in the lower right corner.

The screenshot shows the 'Edit Consignee' form in the AESDirect system. It is divided into three main sections: Company Information, Contact Information, and Company Address. The Company Information section includes a 'Company Name' field with the value 'LEES SUPPLIES'. The Contact Information section includes 'Name' (LEE MORGAN) and 'Phone' (5699551025). The Company Address section includes 'Address Line 1' (123 FEDERAL ST), 'Address Line 2' (empty), 'City' (OKINAWA), 'State' (empty), 'Postal Code' (empty), and 'Country' (JAPAN). A 'Save Consignee' button is located at the bottom right of the form.

**Elements needed to create
Freight Forwarder and
Ultimate Consignee Profiles**

Editing/Searching All Profiles

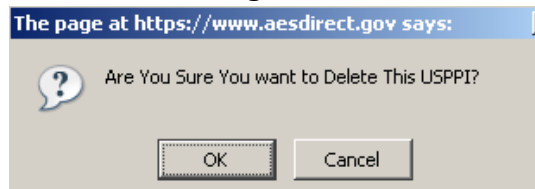
1. On the AESDirect Main Menu, under “Profiles”, click **“USPPI Profile Maintenance”**, **“Forwarder Profile Maintenance”** or **“Consignee Profile Maintenance”**.
2. On the lower left corner of the screen, enter the name of profile you wish to edit and click **“Search”**.
3. From the results, locate the profile to change. Click on the **“Edit”** link next to that profile.
4. Make appropriate changes and click **“Save”**.

The screenshot shows the search results for USPPI profiles. At the top, there is a table with columns: Name, ID Number, and Action. The table contains one entry: 'EXPORTER PROFILE' with ID '885599460 (EIN)'. Below the table, there is a 'Search For USPPI Profiles' section with a 'Search For' field containing 'EXPORTER PROFILE' and a 'Search By' dropdown menu set to 'Company Name'. A 'Search' button is located at the bottom right of the search section.

The screenshot shows the 'Edit USPPI' form in the AESDirect system. It is divided into two main sections: Company Information and Contact Information. The Company Information section includes 'Name' (EXPORTER PROFILE) and 'ID Number' (885599460 (EIN)). The Contact Information section includes 'First Name' (Mary), 'Last Name' (Sue), and 'Phone Number' (3628915621). A 'Save USPPI' button is located at the bottom right of the form.

Deleting Profiles

1. On the AESDirect Main Menu, under “Profiles”, click **“USPPI Profile Maintenance”, “Forwarder Profile Maintenance” or “Consignee Profile Maintenance”**.
2. On the lower left corner of the screen, enter the name of profile you wish to delete and click **“Search”**.
3. In the results, locate the profile you want to delete. Click on the **“Delete”** link next to the profile. A message will prompt you to confirm the deletion of the profile. Click **“Ok”**.



Loading Profiles

1. From the appropriate section in the EEI, click **“Select from Profiles”**. Enter at least 3 characters from the profile Name or ID Number. Click **“Search”**.
2. Click **“Select”** next to the Company profile desired. Choose the appropriate address for your USPPI, click **“Select”**.
3. Review the profile; click **“Add to Form”**.

Search For USPPI Profiles

Search For:

Search By:

USPPIs Matching: "EXPORTER PROFILE"

	Name	IRS # (Type)	Contact
<input type="button" value="Select"/>	EXPORTER PROFILE	885599460 (EIN)	JANE DOE

Search For USPPI Profiles

Search For:

Search By:

Select Cargo Origin for: EXPORTER PROFILE

	Address	City	State	Zip
<input type="button" value="Select"/>	1 MAIN ST	ARLINGTON	VA	22207
[Use An Address That Is Not Listed Here]				

Search For USPPI Profiles

Search For:

Search By:

USPPI and Cargo Origin Details

Name	EXPORTER PROFILE
ID Number	885599460 (EIN)
Contact	JANE DOE
Contact Phone	3015551212
Address	1 MAIN ST
City	ARLINGTON
State	VA
Zip	22207

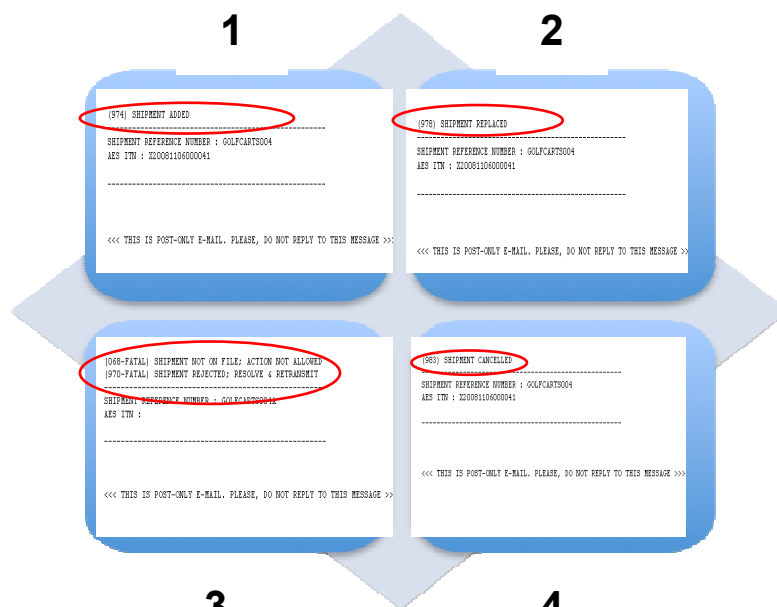
Process Flow to Load Profiles

AES Responses

Once shipments are processed by the Automated Export System (AES), a response message is generated. It will indicate the status of the shipment. These responses can be viewed from two different locations: **Response E-mail** and the **Shipment Reporting Center** within *AESDirect*.

Response E-mail

E-mail messages will be sent to the address listed in the Shipment Information section. Messages will indicate if the shipment has been Accepted (1), Replaced (2), Rejected (3), or Deleted (4). Do not depend solely on the e-mail responses to retrieve ITN. Always verify the Shipment Reporting Center for all response messages from AES.



Shipment Reporting Center

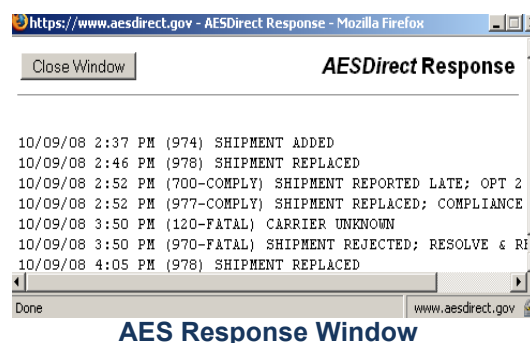
1. On the Main Menu under “Shipments,” click “**Shipment Reporting Center**”. A black screen will appear.
2. There are 3 options currently available (see lower left corner of screenshot):
 - View Responses
 - Retrieve Shipments
 - Retrieve Shipments by ITN

The screenshot shows the Shipment Reporting Center interface. At the top, there are navigation tabs: Daily Log, View Responses, Retrieve Shipments, and Retrieve Shipments by ITN. Below these are search fields: Select Shipment, Enter Shipment Reference Number, Select USPP1, Enter USPP1 ID (EIN, Foreign) Number, and a button Select From Profiles. At the bottom right is a button Retrieve Shipment.

View Responses

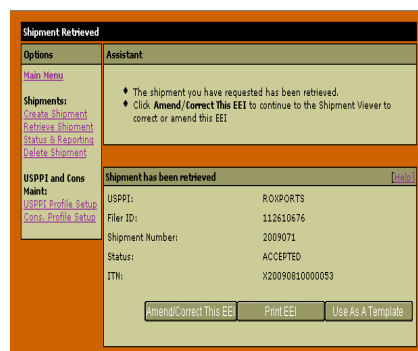
The tab to “View Responses” allows for AES generated responses to be retrieved for shipments sent to AES.

1. From the Shipment Reporting Center, click “**View Responses**” in the lower left hand corner.
2. Enter the USPPI ID number and Shipment Reference Number.
3. Click “**Get Responses**”.
4. The AES Responses messages will appear in a pop-up window.

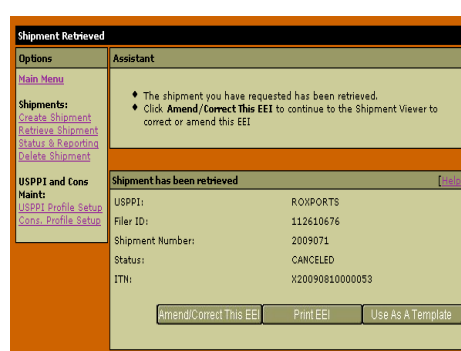


Retrieving Shipment Status

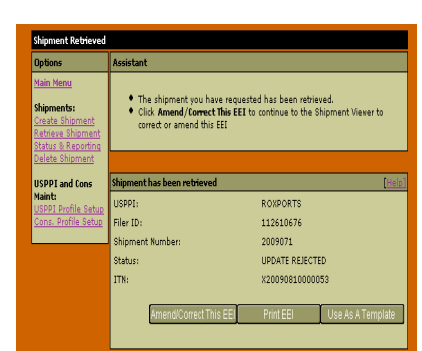
Once a shipment is submitted, its status may be verified by retrieving the shipment (see Retrieve a Shipment). A response will indicate if your shipment has been accepted, rejected, or canceled. The shipments below show examples of different AES Responses.



Example of an accepted shipment.
The ITN should be placed on loading documents.



Example of a cancelled shipment.
It is retrievable in AESDirect but the ITN and shipment are not active in the AES mainframe.



Example of a rejected shipment.
This occurs when an existing shipment with an ITN receives a Fatal Error after an update has been made. Shipment must be corrected and resubmitted.

AES Proof of Filing Citations

The **ITN** (Internal Transaction Number) is a confirmation number that serves as proof that a shipment has been accepted by AES. This number is unique for every shipment and must be provided to the U.S. Customs and Border Protection (CBP) at the port of export.

Once an ITN is assigned to the shipment, the shipment is ready for export. The exporter **must** cite the ITN on the first page of the bill of lading, air waybill, and/or other commercial loading documents.

Note: The XTN (Filer ID – Shipment Reference Number) is NOT accepted as an AES Proof of Filing Citation.

Predeparture Citations

- AES ITN
 - Example: AES X20091101000001

Postdeparture Citations

- If Authorized Agent files on behalf of the approved USPPI
 - AESPOST USPPI ID FILER ID Date of Export
 - Example: AESPOST 12345678900 987654321 11/01/2009
- If USPPI files EEI directly to AES
 - AESPOST USPPI ID – Date of Export
 - Example: AESPOST 23456789000 11/01/2009

Additional Resources

On the AES*Direct* Homepage, under the “Related Sites” section, you can find useful links to Government Sites and Partner Agency Websites.

Government Websites

Census Bureau – Foreign Trade Division (FTD)

<http://www.census.gov/trade>

Provides information on Foreign Trade Statistics, Regulations, reference materials, and extensive details on AES.

Customs and Border Protection (CBP)

<http://www.cbp.gov/xp/cgov/trade/automated/aes>

Provides access to the Customs Export section, including information on:

- AES
- Blocked, denied and debarred persons lists
- Export documents, licenses and requirements

Department of Commerce – Bureau of Industry and Security (BIS)

<http://www.bis.doc.gov>

Provides information on export control basics, export administration policies and regulations, compliance and enforcement, seminars and training, and links to the Export Administration Regulations (EAR), including the Commerce Control List (CCL).

Department of the Treasury – Office of Foreign Assets Control (OFAC)

<http://www.treas.gov/offices/enforcement/ofac/sdn/index.html>

Provides access to specially designated nationals (SDN), blocked persons lists, sanction programs and country summaries.

Department of Treasury – Internal Revenue Service

<http://www.irs.gov>

Provides detailed information on how to obtain an Employer Identification Number (EIN).

Department of State – Directorate of Defense Trade Controls (DDTC)

<http://www.pmddtc.state.gov/>

Provides information for registering with the DDTC and applying for a license to ship items on the U. S. Munitions List (USML). Includes a link to the International Traffic in Arms Regulations (ITAR).

U.S. Commercial Service, International Trade Administration (ITA)

<http://trade.gov/cs/>

<http://export.gov>

Provides access to all export-related assistance and market information offered by the federal government.

Contact Information

AESDirect Technical Support

Hours: Live Support:

Monday through Friday, 7:00 AM to 7:00 PM, ET

Saturday, 9:00 AM to 3:00 PM, ET

Call Back Support:

Saturday: 7:00 AM to 9:00 AM and 3:00 PM - 7:00 PM, ET

Sunday: 7:00 AM to 7:00 PM, ET

Calls usually returned within 2 hours

Emergency Support:

Monday through Sunday, 7:00 PM to 7:00 AM, ET

Toll Free: 877-715-4433

Alternative: 301-562-7790

E-mail: boc-support@tradegate2000.com

- Username and Password assistance,
- AESDirect web application connectivity assistance
- AESPcLink application connectivity assistance

U.S. Census Bureau

Automated Export System (AES) Questions

Hours: Monday to Friday, 7:30 AM to 6:30 PM, EST

Toll Free: 800-549-0595- Option 1

E-mail: AskAES@census.gov

- AES Filing Problems
- AES Fatal Errors
- AES Monthly Reports
- AESPcLink Workshops
- Postdeparture Filing

Commodity Classifications

Hours: Monday to Friday, 8:00 AM to 5:30 PM, EST

Toll Free: 800-549-0595- Option 2

E-mail: ftd.scheduleb@census.gov

- Schedule B Classification Assistance
- Other commodity related reporting issues

Regulations on Filing Export Data

Hours: Monday to Friday, 7:30 AM to 6:30 PM, EST

Toll Free: 800-549-0595- Option 3

E-mail: ftdregs@census.gov

- Clarifying Regulations
- Responsibilities of the Parties in Export Transactions
- Regulation Seminars

United States Munitions List (USML) and Commerce Control List (CCL) Licensing Issues

Contact one of the appropriate licensing agencies for licensing issues or information:

U.S. Department of State Licenses

Directorate of Defense Trade Controls: 202-663-2700

Bureau of Industry and Security

Washington, DC: 202-482-4811

Western Regional Office: 949-660-0144

Assistance in Exporting Worldwide

U.S. Commercial Service: 1-800-USA-TRADE